

# Registered Nurse

Lincoln County

Health Department

## POSITION SUMMARY

Under the supervision of the Lincoln County Health Department Administrator, the registered nurse is a non-exempt position under FLSA. The Registered Nurse performs direct nursing services for patients in the health department and other satellite facilities performing duties that include immunizations, allergy injections, estrogen injections, WIC services, child and adult health. Work is performed with professional independence and in accordance with established department policies and procedures. This position has access to protected health information, which must be kept confidential.

## ESSENTIAL FUNCTIONS

- Nursing Clinics
  - Assist with nursing clinics in areas throughout the county;
  - Assists with health screening procedures;
  - Provides health counseling and teaching;
  - Makes appropriate referrals.
  - Provides social services referrals to clients. (food, Medicaid, housing, etc.)
- Immunizations
  - Provide immunizations in accordance with ACIP recommendations
- Child Health
  - Provide counseling in preventative health practices;
  - Assist with clinics and prepares necessary reports;
  - Participates in kindergarten round up.
  - Performs Kan-Be-Healthy and day-care physicals.
- WIC
  - Provide screening necessary for WIC
  - Handles the WIC schedule and reaches out to clients prior to monthly WIC appointments
  - Promotes and supports breastfeeding families at every visit, offers phone support
  - Performs CLIA waived screening test for anemia and pregnancy;
- Adult Health
  - Obtains venous blood samples for Health Fairs;
  - Obtains blood pressure, pulse, respirations, temperature of clients when clinically indicated or order by physicians.
  - Provides foot care
- Advertise
  - Promote WIC support
  - Promote Breastfeeding Instruction and BAM classes
  - Look for opportunities to get out and connect with the community ( Schools, Senior Centers, High Rise)

## MARGINAL FUNCTIONS

- Assumes the duties of the Administrator as assigned in the Administrator's absence.
- Attends and participates in training and educational sessions for department employees;
- Attends continuing education classes, programs or conferences as offered (overnight travel may be required);
- Assists with Public Health Emergency Preparedness as assigned;
- Performs telephone support, information and health related services to citizens;
- Assists in identifying, reporting and assisting in investigating outbreaks of infectious and communicable diseases;
- Performs other duties as deemed necessary or assigned.

## Registered Nurse

Lincoln County

Health Department

**EXPERIENCE:** One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job in a reasonable manner within 6 months of employment.

**EDUCATION:** Must be a graduate of an accredited Nursing School with one to three years experience in professional nursing and knowledge of public health nursing. This employee must have a current license to practice as a Registered Nurse in the State of Kansas, certification in CPR, and a valid Kansas Driver's License.

**TECHNICAL SKILLS:** Knowledge of the principals of basic nursing and skill in application of these principals in the home, school clinics and office setting is required. This employee should have the ability to carry out general instructions and to make independent judgments in relation to the application of nursing care for people. This employee must possess excellent organizational, public relations and oral and written communication skills. This employee should have computer experience. This employee will have access to protected health information and must have the ability to maintain confidentiality.

**PROBLEM SOLVING:** Independent problem solving is a major factor in this position. This employee encounters problems with clients, family members and fluctuating workloads.

**DECISION MAKING:** Independent decision-making is a major factor in this position. This employee makes decisions resolving client concerns and performing daily duties in the most efficient manner.

**SUPERVISION:** This employee works under the supervision of the Health Department Administrator. This employee exercises limited supervision over subordinate personnel in the absence of the administrator.

**FINANCIAL ACCOUNTABILITY:** This employee is responsible for county equipment and resources. This employee may be asked to assist in the preparation of the annual departmental budget and assist with federal and state grant programs.

**PERSONAL RELATIONS:** Daily contact with the general public, subordinate personnel, co-workers, supervisory personnel is expected. Professionalism is expected in all encounters.

**WORKING CONDITIONS:** Some adverse working conditions exist within this position. Exposure to clients of all ages, blood borne pathogens and communicable disease is expected. Possible exposure to poor weather conditions when visiting home clients may be expected.

**PHYSICAL REQUIREMENTS:** Manual labor including lifting and carrying light to moderately heavy objects, excessive walking, and bending is required in this position.

**ATTENDANCE:** Employees must be at their job performing essential duties on a regular and continuing basis with no excessive absences.